



North Carolina Department of Health and Human Services

**Division of Budget and Analysis**

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Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

James B. Slate, Jr., Director

August 21, 2009

**MEMORANDUM #2009-14**

TO: Division Directors  
Office Directors

FROM: Jim Slate 

RE: DHHS Open Window---*The NC Department of Health and Human Services'*  
*Integrated Performance Management System Orientation Sessions*

As discussed in the Division Director's meeting Monday, August 17, 2009, we will be providing a general system overview, review of key functions and standards of the department's DHHS Open Window system. The sessions will be conducted over three days with three two- hour sessions offered per day. In the Division Director's meeting, we stated that orientation sessions would start on August 24<sup>th</sup>. However, we have moved these sessions back one week to afford more notice and planning time as follows:

**1. Monday, August 31, 2009**

8:30 a.m. -10:30 a.m.

11:00 a.m. -1:00 p.m.

2:30 p.m.-4:30 p.m.

**2. Wednesday, September 2, 2009**

8:30 a.m. -10:30 a.m.

11:00 a.m. -1:00 p.m.

2:30 p.m.-4:30 p.m.

**3. Thursday, September 3, 2009**

8:30 a.m. -10:30 a.m.

11:00 a.m. -1:00 p.m.

2:30 p.m.-4:30 p.m.

All sessions will be held at the following location:

**State Employees Credit Union  
3101 Wake Forest Rd  
Raleigh, NC 27609-7845  
(919) 839-5018**

**For a Map/Directions, please go to:**

**[http://raleigh.citysearch.com/profile/map/37296800/raleigh\\_nc/state\\_employees\\_credit\\_union.html](http://raleigh.citysearch.com/profile/map/37296800/raleigh_nc/state_employees_credit_union.html)**

We will host groups of no more than 50 individuals per session. In order to ensure the effective utilization of the system, each division/office shall consider having up to 20 staff attend an orientation session. This composite number should include the following:

1. Division/Office Directors
2. Budget Officers
3. Program Management Coordinator(s)
4. Contract Managers
5. Center of Excellence (COE) Chairs
6. Lead Monitors
7. Legislative Liaisons
8. Staff performing data entry in program management, contracts and subrecipient monitoring

Detailed hands-on training will be scheduled and conducted at a later time for the primary data input users for programs, planning, fiscal data, contracts and subrecipient monitoring. However, attendance at an orientation session by these staff will be important as well.

Please go to the following link to register on-line:

**[www.ncdhhs.ezregister.com](http://www.ncdhhs.ezregister.com)**

If you have identified staff exceeding the proposed limit of 20 per division who need to attend, please notify [Marjorie.Donaldson@dhhs.nc.gov](mailto:Marjorie.Donaldson@dhhs.nc.gov) in order to have additional sessions

#2009-14 DHHS Open Window Orientation Sessions

Page 3

August 21, 2009

scheduled. Please also notify Marjorie if you have any questions at this time or have any difficulty registering. We look forward to seeing.

Cc: Lanier M. Cansler  
Allen Feezor  
Maria Spaulding  
Dan Stewart  
Marjorie Donaldson